

**2005**  
***Outstanding Conservation District  
Recognition Program***



***Program Evaluation and Guide  
for the Nomination of***

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***(County)  
Conservation District***

***Sponsored by:  
The Kentucky Association of Conservation Districts***

## **2005 Conservation District Recognition Program**

The Kentucky Association of Conservation Districts Recognition Program emphasizes the concepts of planning for success, organizing to give that service, and evaluating district services through this Evaluation Guide. Participation in this program will help your district evaluate its programs and provide ideas for improvement.

The Kentucky Association of Conservation Districts (KACD) will recognize two conservation districts for their outstanding programs - one from the west (Areas 1- 4) and one from the east (Areas 5 - 9). These two districts will receive recognition at the Annual KACD State Convention and will be required to provide a presentation at the convention about their outstanding programs. Each district will receive a plaque and cash award to be used by the winning district as they see appropriate.

In addition, the KACD will recognize one winner from each of the nine Soil and Water Conservation Areas with a certificate.

### **Entry Procedure**

To enter the program, complete this Evaluation Guide and mail it to the Kentucky Division of Conservation by **April 14, 2006**, with copies of the following supporting documents for the period of July 1, 2004 through June 30, 2005:

1. Annual Report
2. Annual Plan of Work
3. Annual Budget
4. Annual Financial Report

Judges will evaluate your Annual Plan of Work and Annual Report for depth, activities, projects, on-the-ground accomplishments, and services to cooperators, residents, and landowners.

**\*No additional, supporting documents will be accepted\***

# **Program Evaluation Guide**

This is your guide for evaluating your district's effectiveness in accomplishing its objectives during the year.

It allows your district to evaluate its programs in a manner that takes into consideration program complexity, geographical location, and rural or urban project activity.

This guide is divided into sections so a self-evaluation of the different phases of the district's program can be rated.

Your overall rating is determined by the points scored in your self evaluation and the points given by the state judging team for the program activity related to the resource issues in your district, regardless of what type of program (urban, agriculture, forestry, mining, etc.)

## **Scoring**

For each enumerated item in this guide, rate your district's activity level for each on a scale from zero to five:

0 points: no activity

1 - 2 points: low activity

3 - 4 Points: average activity

5 points: above average activity

Some questions may require a short answer.

## I. Planning For Success

	Rating (0-5)
<b>A.</b> The Annual Plan of Work involves other agencies, organizations, and/or individuals and enlists their continuing participation beyond the planning process.	
<b>B.</b> The Annual Plan of Work is used, reviewed regularly, and evaluated during the year.	
<b>C.</b> The district's Long Range Plan is updated, provides detailed direction and priorities in such areas as programs, finances, facilities, equipment, staffing, community relations, resource issues, and actions to be taken.	
<b>D.</b> What is the date of your last Long Range Plan?	
<b>E.</b> The Annual Plan of Work includes a broad range of environmental concerns that reflect resource needs and issues within the district.	
<b>F.</b> Current resource inventories are used in the district.	
<b>G.</b> The use of communication media such as newspapers, and announcements for TV and radio are defined in the Annual Plan of Work and are utilized.	
<b>H.</b> The Annual Plan of Work clearly defines educational activities with schools, churches, civic groups and other organizations within the district.	
<b>I.</b> The district's board members discuss annually the various memorandums of understanding their district has with other government agencies.	
<b>J.</b> The Annual Plan Of Work includes a detailed budget for funds sufficient to carry out the district goals outlined in the Annual Plan of Work.	
<b>K.</b> The district has prepared a work load analysis of hours required to carry out the activities contained in its Annual Plan of Work.	
<b>L.</b> The district publishes or participates in a newsletter.	
<b>TOTAL SCORE FOR THIS SECTION (MAXIMUM 55 POINTS):</b>	

## II. Organizing For Service

	<b>Rating (0-5)</b>
<b>A.</b> The district has written mission and members agree upon the basic mission purpose of the board.	
<b>B.</b> The district has written goals that are identified by geographical distribution as they relate to location of problems and priorities.	
<b>C.</b> The district has a written, defined structure of working committees, subcommittees, and task forces with a list of members assigned to serve on each one.	
<b>D.</b> District staff needs (technical, educational, and managerial for federal, state, and local sources) are analyzed and efforts are made to secure staff to effectively carry out district objectives.	
<b>E.</b> District staff members have job descriptions, annual performance reviews or evaluations, and training plans developed.	
<b>F.</b> The district officials and staff periodically assess their working relationships (respective roles and responsibilities and redefine relationships as necessary).	
<b>G.</b> The service of other groups and individuals are used to assist in district operations (youth board member, earth team volunteers, civic organizations, FFA, 4-H, and others.).	
<b>H.</b> At least one goal is set forth that will provide district officials a working knowledge of state and federal legislation that may be of concern to the district.	
<b>I.</b> The district makes contact with, or provides significant input to, activities of its public officials (local, state, federal).	
<b>J.</b> The district participates in national, regional and state funding programs and/or in technical assistance programs available to it.	
<b>K.</b> Priorities for action are defined clearly and based on the district's long-range programs.	
<b>L.</b> The district plans for effective management of all its funds, facilities, and equipment.	

<b>Organizing for Service (continued)</b>	<b>Rating (0-5)</b>
<b>M.</b> Meetings are held on a defined schedule that fits the needs of the citizens served and the board members. (meetings are neither too frequent nor too infrequent).	
<b>N.</b> The district invites all cooperating agencies to meet regularly with the district governing body.	
<b>O.</b> The public is given notice of district meetings and open meeting laws are closely followed.	
<b>P.</b> Meeting design and meeting norms encourage full participation, active involvement and personal leadership of members.	
<b>Q.</b> Members understand the board's responsibilities, limits of authority, and legal basis of operation.	
<b>R.</b> A written job description defines the roles and responsibilities of board members.	
<b>S.</b> District board members carry out their responsibilities: coming to meetings prepared, completing assignments, linking with other groups, etc.	
<b>T.</b> The district conducts a comprehensive orientation program for new members.	
<b>U.</b> Each year district officials participate in board training and education in order to improve their knowledge and skills in critical areas.	
<b>V.</b> The district has identified the information that its members need, the format of the information needed, the time schedule for providing it, and who is responsible for providing it.	
<b>W.</b> The district has clear operating rules or procedures to guide its operation.	
<b>X.</b> The district has up-to-date policies in essential areas and policies are organized for easy reference.	
<b>Y.</b> The district uses problem-solving and decision-making tools and methods.	
<b>Z.</b> In addition to meetings, the district uses a wide variety of approaches to ensure effective communication among members and staff.	
<b>TOTAL SCORE FOR SECTION II (MAXIMUM 130 POINTS):</b>	

### III. Measuring Service

	Rating (0-5)
<b>A. The district planned and implemented the following major projects this year (maximum of 20 major projects):</b>	
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**Suggestion: Include projects that involve total communities and that use diverse organizations to implement. New innovative programs are welcome.**

<b>Measuring Service (continued):</b>	<b>Rating (0-5)</b>
<b>B.</b> District board activities and cooperative efforts are reflected in both the Annual Plan of Work and Annual Report.	
<b>C.</b> The public is given notice of district meetings and open meeting laws are followed closely.	
<b>D.</b> District utilized outside leaders and organizations.	
<b>E.</b> National Association quotas were discussed, budgeted, and paid as set forth by the board.	
<b>F.</b> State association dues were discussed, budgeted, and paid as set forth by the board.	
<b>G.</b> The district board met at least once every month during the year and a quorum was present at each meeting.	
<b>H.</b> At least one board member represented the district regularly at the spring Area Meetings and the KACD State Convention.	
<b>I.</b> The district participates in national and regional NACD meetings.	
<b>J.</b> District information program was regular and well distributed.	
<b>K.</b> The district periodically evaluates the programs that it operates, defining the issues to be evaluated, the information needed, and the standards for effectiveness.	
<b>L.</b> The district assesses board needs and addresses priority problems and issues that are identified.	
<b>M.</b> The district supervisors participate in leadership development workshops.	
<b>N.</b> All programs and services are provided without regard to race, color, national origin, religion, age, disability, political belief, sexual orientation, or marital or family status.	
<b><u>BONUS</u></b> Attendance by district supervisors at regularly scheduled board meetings: Greater than 90%: <u>10 points</u> . 45% to 90%: <u>5 points</u> . 50% to 75%: <u>3 points</u> .	
<b>TOTAL SCORE FOR SECTION III (MAXIMUM 175 POINTS):</b>	



## Scoring Sheet

TOTAL SCORE FOR SECTION I (Maximum 55 Points):	
TOTAL SCORE FOR SECTION II (Maximum 135 Points)	
TOTAL SCORE FOR SECTION III (Maximum 175 Points)	
TOTAL SCORE FOR SUPPORTING DOCUMENTS: (Maximum 435 Points) <ul style="list-style-type: none"><li>• Annual Plan of Work</li><li>• Annual Report</li><li>• Annual Financial Report</li><li>• Annual Budget</li></ul>	
GRAND TOTAL (MAXIMUM 800 POINTS):	

### **For Judges**

Only the following documents shall be considered in the judging process:

1. The Program Evaluation Guide
2. Annual Plan of Work
3. Annual Report
4. Annual Financial Report
5. Annual Budget

Your knowledge and experience of district programs should be your ultimate guide.